



Summit & Medina Counties

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LOCAL WORKFORCE AREA 2: SUMMIT/MEDINA COUNTIES

Policy & Procedure: *The Use of Face Coverings While at Work for the Prevention of COVID-19*

Purpose

As the Summit/Medina OhioMeansJobs centers reopen, it is the intent of Ohio's Local Workforce Area 2, to comply with the recommendations of the Centers for Disease Control (CDC) and the Ohio Department of Health as they pertain to face coverings. The CDC recommends wearing face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission.

Recent studies have determined that a significant portion of individuals with coronavirus lack symptoms ("asymptomatic") and that even those who eventually develop symptoms ("pre-symptomatic") can transmit the virus to others before showing symptoms. This means that the virus can spread between people interacting in close proximity, for example, speaking, coughing, or sneezing.

Procedure

All OhioMeansJobs center Partner Staff are to wear a face covering while at work and interacting with two (2) or more co-workers. Upon entering their enclosed office or workspace, face coverings may be removed. Any employee with direct interaction with the public must wear a face covering. Face coverings need not be worn if working alone in a contained work area (i.e. walled cubicle) or office. Open area-designed work spaces necessitate that face coverings be worn if two (2) or more individuals are present. Additionally, Partner Staff should maintain the recommended social distancing of six (6) feet or more apart at all times.

Face coverings:

- Can be made of fabric and constructed at home;
- Fit snugly, but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric;
- Allow for breathing without restriction; and
- Be able to be laundered DAILY and machine dried without damage or change to shape.

To safely don (put on) a face covering:

- Wash hands with soap and water or use a hand sanitizer prior to putting on a face covering;
- Place face covering on clean face;
- If the face covering has tie strings, tie the strings around the neck and over top of the head; or
- If the face covering has loop straps, loop the straps (rubber bands/hair ties) around each ear; and
- Adjust the fabric/material to fit over the nose and stretch the fabric to cover the chin.

To safely doff (remove) a used face covering:

- Be careful not to touch eyes, nose, and mouth when removing the face covering; and
- Wash hands immediately after removing to minimize re-contamination.

Kindly note, face coverings *should not be worn* by anyone who has trouble breathing. Partner Staff should contact their organization's for the recommendation of an alternate safe practice and make the Center's Operator/Manager aware.

The guidelines contained here are subject to change to reflect federal, state or local orders.

Effective: May 2020